

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION
EXAMINATION, MUMBAI - 51**

1	Name of Syllabus	C.C. IN COMPUTER TYPING ENGLISH (408102)												
2	Max. Nos. of Student	25 Students												
3	Duration	6 months												
4	Type	Part Time												
5	Nos. Of Days / Week	6 hours												
6	Nos. Of Hours/ Days	4 hours												
7	Space Required	1) Workshop = 200 sq. feet 2) Class Room = 200 sq. feet TOTAL = 400 sq. feet												
8	Entry Qualification	8 th Pass												
9	Objective Of Syllabus/ introduction	To impart skill to student												
10	Employment Opportunity	He can get job in various establishments -												
11	Teacher's Qualification	Diploma or Certificate holder in concern subject												
12	Training System	<p style="text-align: center;">Training System Per Week</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Theory</th> <th style="text-align: center;">Practical</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6 hrs</td> <td style="text-align: center;">18 hrs</td> <td style="text-align: center;">24 hrs</td> </tr> </tbody> </table>							Theory	Practical	Total	6 hrs	18 hrs	24 hrs
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6 hrs	18 hrs	24 hrs												
13	Exam System	Sr. No	Paper Code	Name of Subject	TH/PR	Hour	Max Mark	Min Mark						
		1	40810211	Theory of Computer	TH-I	3 Hr	100	35						
		2	40810221	Practice on Computer Typing Speed (30 W.P.M.)	PR -I	3 Hr	100	50						
		3	40810222	Application of Computer Typing Speed (40 W.P.M.)	PR- II	6 Hr	200	100						
				TOTAL			400	185						

SYLLABUS : - C.C. IN COMPUTER TYPING ENGLISH

Theory - I - Theory of Computer		
Sr. No.	CHAPTER	
1	Computer Fundamentals	<p style="text-align: center;">INTRODUCTION</p> <ul style="list-style-type: none">• History and Generations of Computer• Turning a computer system on and off• Identification of Different parts of a Computer System• Advantage and disadvantage of Computer• Block Diagram of a Computer• Description of Different parts of a Computer
2	Windows Operating System	<ul style="list-style-type: none">• Identifying different Desktop Icons. My Computer, My Documents• Changing Desktop Backgrounds, Mouse Pointer, Screen Saver• Notepad , WordPad, MS Paint
3	MS Office	<p style="text-align: center;">INTRODUCTION</p>
4	MS Word	<ul style="list-style-type: none">• Document formatting options• Tables, Bullets and Numbering• Font, Alignment, paragraph formatting• Insert Picture, Clipart, Shapes, WordArt• Header & Footer, Text Box• Page Layout, Mail Merge
5	MS Excel	<ul style="list-style-type: none">• Cell Formatting Options• Formulas and Functions• Charts• Sort, Filter, What if Analysis, Grouping• Subtotal
6	Internet and Email	<ul style="list-style-type: none">• Microsoft Word & Letter writing practice• Internet Browsing• Email ID creation• Sending letters by email• Web Browsing software's, Search Engines; Understanding URL; Domain name; Using e-governance website• Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes

Computer Typing Skills		
	Practical - I Practice on Computer Typing Speed (30 W.P.M.)	
7	Application of Typing (30 W.P.M.)	<ul style="list-style-type: none"> • Keyboard Awareness • Lesson Practice • Blind Touch Method • Accuracy development • Shift key operation • Words and sentences, practice of paragraphs • Speed Practice at the rate of 20 w.p.m. • Speed Practice at the rate of 30 w.p.m. • Typing of Business Letter • Typing of Balance sheet on different sheets
	Practical - II Application of Typing Speed (40 W.P.M.)	
8	Application of Typing (40 W.P.M.)	<ul style="list-style-type: none"> • Speed practice @ 40 w.p.m • Typing of Invoice • Typing of Memorandum • Typing of Government Order • Typing of Official letter • Typing of Tender Notice • Definition and Importance of Computer • Different Sizes and makes of Computer

LIST OF TOOLS & EQUIPMENT

- 1 Computer -- 06 NOS
- 2 Printer -- 01 NOS

Consumables

Stationery like white paper, Pen Drive, DVD etc

REFERENCE BOOKS

1. Computer Fundamental Book.
